

Federal Defenders of Eastern Washington and Idaho

Position Announcement

Case Management Assistant w/Receptionist Duties

Yakima, Washington

The position. The Federal Defenders of Eastern Washington and Idaho (FDEWI) is accepting applications for Case Management Assistant w/Receptionist Duties, to be located in the Yakima Office.

Who we are. We are a Community Defender Organization¹, making us a non-profit corporation funded exclusively by a grant by the Administrative Office of the United States Courts and operates under the authority of the Criminal Justice Act to provide defense services in criminal cases in federal court. We are not government employees, and our employment status is considered “at will.” The organization’s main office is in Spokane, Washington, with a branch office in Yakima, Washington.

What we value. We believe effective, holistic representation occurs when members of our staff have diverse backgrounds and experiences. This means that, in recruiting individuals to join our staff, we value (and embrace) the unique contributions you as the applicant can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity, sexual orientation, nation of origin, age, languages spoken, veteran’s status, religion, disability, and economic status. We welcome those who seek such an environment to apply

Job Description: The Case Management Assistant (CMA) utilizes Defender Data software program to compile, analyze and maintain case statistics with particular responsibility for the accurate opening and closing of case files, reviewing and finalizing the monthly staff timekeeper, preparing regular and special statistical reports, and preparing weekly caseload reports for attorneys and investigators. The CMA also maintains archived closed case files.

In addition, the CMA provides a variety of front-desk and clerical support including, but not limited to, receiving, screening and directing telephone calls from an 8-line phone system; greeting visitors, keeping track of staff arrivals, departures and destinations on an Electronic In-n-Out Board; creating daily court calendar, answering general inquiries to members of the general public, court personnel and attorneys; handles incoming mail/deliveries and processes outgoing mail; ordering office supplies; and performs other duties as assigned.

The ideal candidate must believe in this office’s mission to protect the constitutional interests of our indigent clients and communicate with them in a

¹ See 18 U.S.C. § 3006A(g)(2)(B).

professional and respectful manner.

This position is in the office, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Duties & Responsibilities: Must be a high school graduate or equivalent and have at least four (4) years of experience, i.e. at least two years in public service or a business which provided a knowledge of office clerical procedures and at least two years working in a legal environment. Advanced computer proficiency in MS Word, Excel, Outlook and Adobe Acrobat is necessary. Applicants must have strong organizational skills, set priorities and meet critical deadlines. Applicants must be dependable, punctual, detail-oriented and able to multi-task. Applicants must also possess the ability to work in a team environment and communicate effectively both orally and in writing. Spanish language proficiency is preferred but not required.

Salary and benefits. This full-time position has a starting annual salary range for

Case Management Assistant w/Receptionist Duties WGS 5-1 \$40,736 to WGS 9-10 \$80,243.

You will be eligible for benefits, including the following: 1) health; 2) vision; 3) dental; 4) life insurance/AD&D & long-term disability; 5) flexible savings account; 6) 403(b) Retirement Plan; 7) eleven paid federal holidays; 8) thirteen days of paid annual sick leave; and 9) thirteen days of paid annual vacation (the rate of paid vacation leave increases based on years of service). Salary is paid semi-monthly (mid-month and end-of-month) via direct deposit.

Anticipated start date Mid-August 2026

To Apply: Send Resume with letter of interest and 3 references by electronic submissions in PDF format only to:

Email: wae_employment@fd.org
Subject Line: CMA-YK
Closing Date: Until Filled

No telephone calls: Only applicants selected for an interview will be contacted. The interview process will be discussed with selected applicants.

Current and future positions may be filled from this position announcement. Position subject to the availability of federal funding.

FDEWI is an equal opportunity employer. We encourage people of diverse backgrounds to apply.